



**DEPARTMENT OF PERSONNEL**

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[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #13/05**  
March 22, 2005

Department Directors  
Division Administrators

Jeanne Greene, Director  
Department of Personnel

SUBJECT: NEVADA STATE EMPLOYEE RECOGNITION WEEK

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This year May 2-8, 2005 has been selected as national Public Employee Recognition Week. Once again the National Association of State Personnel Executives encourages all states across the nation to recognize the special work of their State employees.

In the spirit of Public Employee Recognition Week, Governor Guinn will issue a proclamation recognizing May 2-8 as *Nevada State Employee Recognition Week*. A copy of the Governor's proclamation will be distributed to all employees with their April 22<sup>nd</sup> paycheck.

We encourage you to take this opportunity to praise staff for those jobs "well done". Most managers agree and studies have shown that meaningful employee recognition strengthens employee morale, increases work satisfaction and commitment, and improves employee retention.

We have attached a list of ideas that may be helpful in planning activities. Many of these suggestions cost little or no money but can provide a positive impact on your employees.

Sample posters to commemorate State Employee Recognition Week are attached and are also accessible on our website at [www.dop.nv.gov](http://www.dop.nv.gov).

Please join the Governor and me in honoring State employees during this week. If you have any questions, please contact me at (775) 684-0131 or Vivian Spiker at (775) 684-0140.

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives

## **Ideas for: State Employee Recognition Week, May 2-6th, 2005**

- ◆ Thank each employee individually for a job well done in person or with a thank you note
- ◆ Post Governor's Proclamation on bulletin boards
- ◆ Devote an issue of the agency newsletter to excellent employees
- ◆ Decorate the office with balloons, banners and colored streamers
- ◆ Create a display of implemented employee suggestions to demonstrate your agency's and the employee's continuous effort to improve
- ◆ Create a "Hall of Fame" with a collection of photos recognizing employees and display in a prominent place
- ◆ Hold a recognition breakfast, lunch, ice cream party, or pizza party, have supervisors and managers setup, serve and clean-up
- ◆ Display letters or make a scrapbook of letters your agency has received from citizens who appreciate your service
- ◆ Give employees special buttons or ribbons to wear
- ◆ Offer a casual dress day and pick a color of the day
- ◆ Post a special message to employees on your website
- ◆ Sponsor a snack related event such as cake, popcorn or candy and include a written message of thanks to employees
- ◆ Pick a theme for your week like "Spirit week" and carry it through with a theme related dress day or hat day
- ◆ Provide a state employee career day or job fair
- ◆ Invite a local dignitary or motivational speaker for an event at your office
- ◆ Hold a contest to create a slogan for your agency and award the prize during State Employee Recognition Week

**State employees-  
making a difference every day**

**Excellence in action-state employees**

2005  
State Employee  
Recognition Week  
May 2-8

***State Employee  
Appreciation Day will  
be celebrated on  
May 4, 2005***

*Great Nation,  
Great State,  
Great Staff!*

*Thank you  
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